

18 AUG 1976

STATINTL

MEMORANDUM FOR: [REDACTED] ADRS

SUBJECT : Authority for Wage Schedule Increases

REFERENCE : Memo from [REDACTED] to Chief, PMCD, dated 9 August 1976
Subject; Legal Authority for Wage Board Schedule
Increases for CIA Employees

1. In response to referent memorandum, this will advise that the authority for adjustment of wage grade increases or adjustments in pay and benefits is based on administrative agreement.

2. Under the Coordinated Federal Wage System (CFWS) implemented by Executive Order in 1968, CIA was not exempt. Mr. Robert Wattles, the then Director of Personnel, requested and received authority for exception from inspection and review from the Civil Service Commission. Subsequently, Public Law 92-392 established the Federal Wage System (FWS) to replace the CFWS and specified CIA as an exempt Agency from its coverage. Please note that the WP system is a special schedule under the FWS. The DOD Wage Fixing Authority is the source of wage information for the FWS (including the WP system).

3. Attached are documents which reflect the origin and continuing basis for the GP system. These documents continue in effect. The Government Printing Office (GPO) provides the majority of the wage information from which the GP and GA wage schedules are adjusted. Other rates in the GP and GA systems are constructed internally on the basis of classification actions, or on the basis of wage notifications received from the Department of the Treasury, Bureau of Engraving and Printing.

4. Therefore, in answer to your specific question, all wage schedule adjustments are implemented under the administrative authorities of the DCI as specified in 50 USC 403J.

STATINTL

[REDACTED]
Chief

Position Management and Compensation Division

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

9 August 1976

MEMORANDUM FOR: Chief, Position Management and Compensation Division

FROM: [REDACTED]

ADRS

SUBJECT: Legal Authority for Wage Board Schedule Increases for
CIA Employees

REFERENCE: Wash., D.C. Coordinated Federal Wage System - Regular
Wage Board Schedules issued by PMCD

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1. ADRS is researching legal authorities for inclusion in PERSIGN. On 6 August 1976, the undersigned called [REDACTED] to ascertain whether CIA was required by law to use the Department of Defense Wage Fixing Authority Schedules for CIA Wage Employees or whether we merely adhere to PL 92-392 and 5 USC 5341 (specifically exempts CIA) as an administrative policy. *

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2. The revised Wage Schedules released by your office (See Ref) reflect DOD conformance but does not cite an authority. [REDACTED] stated he would check and call me back. Shortly thereafter, [REDACTED] called to tell me I should refer my question to Staff Personnel Division! Since PMCD issues the Wage Board Schedules, I implied to [REDACTED] that it seemed inappropriate to contact SPD; therefore, he suggested the subject be referred to Chief, Policy Standards Branch, PMCD.

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3. ADRS requests PMCD provide legal documentation citation or Agency policy statement re Wage Schedules for use in PERSIGN.

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cc: SPD
C/ADRS

* OPM 20-31-34, dtd 10 Sep 74 states, "FWS is administered by the CSC and applies to the CIA. However, the Agency has been exempted from audit and inspection upon agreement with the Commission that we will follow the regulatory provision in the FPM. "

~~ADMINISTRATIVE - INTERNAL USE ONLY~~



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UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON, D.C. 20415

IN REPLY PLEASE REFER TO

APR 12 1968

YOUR REFERENCE

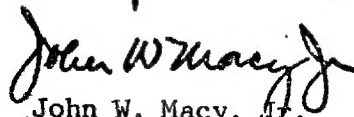
Mr. Robert S. Wattles
Director of Personnel
Central Intelligence Agency
Washington, D. C. 20505

Dear Mr. Wattles:

In view of the nature of the security requirements of the Central Intelligence Agency and the assurance in your letter of March 25 that the Agency will voluntarily conform with the Coordinated Federal Wage System in all respects practicable, the Central Intelligence Agency, as you request, will be excused from participation in surveys and excepted from the audit, inspection, and employee appeal provisions of the new system.

For practical purposes, the Agency will be excepted from compulsory application of the wage system as it now is from the General Schedule salary system. Whenever you feel the need, Civil Service Commission staff will be glad to furnish information and advice to assist you in applying the new system.

Sincerely yours,


John W. Macy, Jr.
Chairman

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THE MERIT SYSTEM—A GOOD INVESTMENT IN GOOD GOVERNMENT

UNITED STATES CIVIL SERVICE COMMISSION
WASHINGTON, D.C. 20415

25 MAR 1968

Robert S. Wattles
Director of Personnel
Central Intelligence Agency

Honorable John W. Macy, Jr.
Chairman, Civil Service Commission
1900 E Street, N. W.
Washington, D. C. 20415

Dear Mr. Macy:

Mr. Robert F. Milkey of your staff recently advised us that the President's Directive on coordination of Wage Board activities, dated 16 November 1965, is applicable to all executive agencies, including agencies excepted from the Classification Act, such as the Central Intelligence Agency.

As you know, we have endeavored for many years to follow the basic principles, policies, and practices of the Classification Act even though we have been excepted from its direct application. Also, we have for many years followed the policies, principles, and practices for wage administration, established by the Army-Air Force Wage Board, for the major portion of Wage Board jobs in the Agency.

We wish to cooperate fully with the Civil Service Commission in its present effort to develop common job standards and wage policies and practices which will insure interagency equity in wage rates. We expect to adopt the new Wage Board system as soon as it is effective and we will conform to all wage rates, policies, and practices.

In view of the security restrictions under which we operate, we would prefer to be excused from participation in any surveys that are conducted and excepted from normal audits, inspections, and employee appeals. We will, of course, provide the officials of your staff with any information on our Wage Board program and its implementation that you consider desirable.

Sincerely,

/s/ Robert S. Wattles

Robert S. Wattles
Director of Personnel

Distribution:

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- 2 - OP/PMCD

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ty (19 Mar 68)
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ministrative oversight, error, or delay, the agency shall make the increase effective as of the date it was properly due.

(2) When an improper personnel action is corrected in accordance with a mandatory statutory or regulatory requirement, the waiting period is not extended and begins on the date it would have begun had the improper action not occurred.

S8-6. APPLICATION OF WAGE SCHEDULES

a. **General.** An employee occupying a wage job must be paid at an appropriate rate established for the grade of his job on a wage schedule which is authorized for application within the local wage area, unless excepted under other provisions of this subchapter.

b. **Effecting new or revised wage schedules.** The head of each activity in the wage area places new or revised wage schedules into effect on the date specified on the schedule by the lead agency for all covered employees of the activity within the local wage area.

(1) New or revised wage schedules are effective simultaneously for all covered employees in an activity at the beginning of the first full shift on the effective date specified.

(2) Thus the new or revised wage schedules are effected on the same date for all covered wage employees of an activity even though staggered pay periods are used.

c. **Application of revised wage schedules to employees.** In applying a revised schedule, the scheduled rate of pay of an employee who is paid at one of the step rates of his grade on the old schedule is adjusted to the scheduled rate of pay established for the same step of his grade on the revised wage schedule.

(1) Except as provided in (2) below, and in subchapter S9, if the employee has been receiving a rate above the maximum scheduled rate on the old schedule, his pay will be adjusted as follows:

--If an employee's existing rate of pay received under the old schedule exceeds the maximum scheduled rate on the

revised schedule, he continues to receive the higher rate.

--If the rate received under the old schedule is identical with or below the maximum step rate on the revised wage schedule, the employee's rate of pay will be fixed at the maximum step rate of his grade on the revised schedule.

(2) If the employee has been receiving a retained rate under subchapter S10 which is above the maximum scheduled rate on the old schedule, his pay will be adjusted as follows:

--If the existing rate of pay received under the old schedule exceeds the maximum scheduled rate on the revised schedule, the employee's retained rate of pay is increased by an amount equalling one-half of the amount of the pay increase applicable to the maximum scheduled rate of his grade. (In computing the amount of the increase, fractions of a cent under one-half are dropped and fractions of one-half or more are rounded to the next whole cent.)

--If the rate of pay received under the old schedule is identical with or below the maximum step rate on the revised wage schedule, the employee's rate of pay is fixed at the maximum scheduled rate of his grade on the revised schedule.

(3) No employee shall be required to suffer a hardship because of the delayed application of a pay schedule. Accordingly, no retroactive change will be made if the actions taken and payments made during the period of retroactivity are more advantageous to the employee than the rate of pay resulting from a new schedule.

S8-7. ENVIRONMENTAL DIFFERENTIALS PAID FOR EXPOSURE TO VARIOUS DEGREES OF HAZARDS, PHYSICAL HARDSHIPS, AND WORKING CONDITIONS OF AN UNUSUALLY SEVERE NATURE

a. **Objective.** Each agency should have as its objective the elimination or reduction to the

COPIED FROM GPO LETTERHEAD

8-4478
DD/S

July 9, 1956

Mr. Allen W. Dulles, Director
Central Intelligence Agency
Washington 25, D. C.

Dear Mr. Dulles:

Thank you for your letter of July 4 concerning the construction of a new headquarters building for the Central Intelligence Agency and the consolidation of all printing and reproduction facilities which are now serving the agency with classified printing.

We shall be very glad to enter into discussions in order to develop a plan which can be implemented at the appropriate time in the future. I have designated Mr. Harry D. Merold, Production Manager, to represent me in this matter. Mr. Merold is currently on leave through July 16, but he will contact Colonel White, your representative, shortly after his return.

I appreciate very much the friendly tone of your letter, and I am sure that we shall be able to work this matter out to the entire satisfaction of the Central Intelligence Agency.

Very truly yours,

/s/

RAYMOND BLATTENBERGER
Public Printer

C O P Y

8-4059

Jul 4 1956

Honorable Raymond W. Blattenberger
The Public Printer
Washington 25, D. C.

Dear Mr. Blattenberger:

As you probably know, the Central Intelligence Agency has been authorized to construct a new headquarters building and our plans are proceeding for this facility to be located on the Bureau of Public Roads Research property in the vicinity of Langley, Virginia. In line with our over-all objective to consolidate all of our headquarters personnel and activities in one building, we anticipate consolidating all of the printing and reproduction facilities which now service the Agency with classified printing. While it will probably be about three years before we actually move to our headquarters, the architect is now in the process of drawing detailed plans and specifications. Plans for our classified printing facility must, therefore, be completed in the very near future.

Inasmuch as the GPO-State Service Printing Plant located in the basement of this Agency's Administration Building at 2430 "E" Street, N. W., is now doing a substantial part of our classified printing, I believe that it would be mutually advantageous for our representatives to meet at an early date to discuss this matter and to work out a plan which can be implemented at the appropriate time with a minimum of inconvenience to both agencies. If this is agreeable to you, Colonel L. K. White, one of my Deputy Directors, will be glad to represent me in this matter. Colonel White may be reached

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Sincerely,

STATINTL
Originated by: /s/

Concur: /s/ J.A. Garrison
 Director of Logistics

 /s/ JUN 25 1956
Allen W. Dulles
Director

OK 6-3392

Distribution:

Orig & 1 - Addressee
1 - DCI
2 - DD/S
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CONCUR:

/s/
L. K. White
Deputy Director

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UNITED STATES GOVERNMENT PRINTING OFFICE
Washington 25, D. C.

Office of
The Public Printer

December 5, 1956

Hon. Allen W. Dulles
Director
Central Intelligence Agency
2430 E Street NW.
Washington 25, D. C.

Dear Mr. Dulles:

Your letter of November 19, 1956, proposes the transfer to the Central Intelligence Agency of the Government Printing Office printing plant located in your administrative building.

The language of the proposed transfer is satisfactory to me and I hereby concur in and recommend approval by the Joint Committee on Printing of the proposal contained in your letter of November 19, 1956, supported by Annexes A, B, and C. Please note that I have added approximately 357 items of machinery and equipment to Annexes A and C. All of these items have been fully depreciated except item K6480 in Annex C, which is for a rack that was manufactured in 1955 with \$154.09 still remaining to be depreciated.

Subject to approval of the Joint Committee on Printing, and immediately thereafter, I suggest that representatives of the Central Intelligence Agency and the Government Printing Office apprise all employees of the subject printing plant of the plan to transfer control of the plant to the Central Intelligence Agency, at which time all employees might be urged to accept transfer to the Central Intelligence Agency to provide uninterrupted service by that plant. The approximately 70 employees who accepted assignment from the Government Printing Office since February 1, 1947, when the plant was placed under Government Printing Office management, should be advised of their prerogative to transfer to the Central Intelligence Agency rolls or return to the Government Printing Office. This would be in keeping with the policy of the Government Printing Office to insure that employees who were requested to accept assignment to the subject printing plant have their interests fully protected by the Government Printing Office.

C O P Y :

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Hon. Allen W. Dulles

- 2 -

The lists of supplies, etc., which would be transferred to the Central Intelligence Agency will be prepared by the Government Printing Office at the time of transfer of the plant.

It is my opinion that the interests of the Government will be served best by transferring the operations of this plant to the Central Intelligence Agency in view of the impending relocation and your plan to consolidate this plant with other printing units now operated by your Agency.

Sincerely,

RAYMOND BLATTENBERGER
Public Printer

Attachments:

- Annex A (20 sheets)
- Annex B (1 sheet)
- Annex C (8 sheets)

9 Jan 57

Memorandum For: The Record

Subject: Transfer of State Service-GPO Plant and Personnel To CIA.

1. Background: By Agreement between the DCI and The Public Printer, approved by the Joint Congressional Committee on Printing, the State Service-GPO Plant located in the Administration Building is to be transferred to CIA. Personnel in the plant have the option of transferring to CIA or returning to FPO if they had been assigned to this plant from the Central GPO Office. This group comprises roughly 60 personnel. Other GPO personnel which include personnel who were employed in or who had been employed for duty in the plant have no choice but to accept transfer to CIA, roughly 60 personnel. The approximate 120 personnel all have a number of clearances including the AEC "Q" clearance, and represent a team of highly skilled and hard to recruit craftsman. Director of Logistics considers it important that the maximum number of personnel possible be transferred to CIA.
2. Action Taken: In view of the necessity to determine the number of personnel who would agree to transfer to CIA so that our recruiting could be started to make up the difference, the Chief, Printing Services Division, OL, arranged for a series of discussions with groups of approximately 12 personnel each from this plant to explain what was happening to them, dispell rumors, and present the pros and cons of their entering on duty with CIA. At each such meeting the following were present in addition to the GPO personnel concerned:

[REDACTED] - Chief, Printing Services Division, OL.
 Mr. Merrill - Chief, Production, GPO.
 Mr. Havener - Acting Director of Personnel, GPO.
 [REDACTED] - Security Office Repr., CIA.
 [REDACTED] - Personnel Office Repr., CIA.

The terms of the transfer of the plant were presented to the GPO employees by [REDACTED] together with a sales talk outlining the benefits the GPO personnel would receive from their transfer to CIA, and the assurance that they would maintain all rights and privileges, including retention of their Union Chapel, which had accrued to them under GPO administration.

Mr. Merrill, GPO, followed by pointing out to the employees that it was in the best national interest for them to stay with the plant, but if any employee who had been transferred to the plant

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(4 Jan 68)

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(4 Jan 63)

from GPO wished to return to the central office of GPO, that was within his rights.

██████████ outlined security requirements which GPO personnel would be faced with in the transfer, specifically, the need to be polygraphed. This caused some concern.

The following question-answer period covered a number of questions in the personnel field which the undersigned attempted to supply the answers. Many questions were answered only tentatively pending final determination. The questions presented are listed in the order of recurrence among the nine groups of personnel; and in the order of estimated importance to the GPO personnel concerned:

Pay, Hours of Work, Leave.

1. CIA Pay Policy - How will pay rates be set?

Answer: CIA will establish pay rates for printing jobs at the identical rates paid by GPO. This means that when the GPO employees negotiate a rate for a specialty with the Public Printer, this rate will be administratively adopted by CIA for the trade. For pay rates for the few (one or two) trades which are peculiar to the plant, the employee groups will be allowed to negotiate with CIA Personnel Office. This is in keeping with long established practice for this type of activity.

2. Night Differential and Overtime? The higher differentials now approved by GPO for overtime, night differential, holiday work, etc. will be continued by CIA.

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3. Payment in Cash be continued? An unusually strong feeling for the continued payment of wages in cash, a GPO practice, was evidenced. ██████████ explained that this had been requested but had met with a cool reception by CIA payroll. However, he pledged that the employees would be given time-off to cash their checks in the CIA Credit Union.

4. Will CIA adopt the 37 1/2 hour week expected to be standard in GPO soon? Probably CIA will do so, but if it is necessary to continue a 40 hour week, the pay rate will be adjusted to

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equal that applicable to the 37 1/2 hour week in GPO, thus providing extra pay. Whether the extra 2 1/2 hours would be counted as overtime, as requests by several employees, was not settled. (Letter to General Counsel on the legality of the 37 1/2 hour week was forwarded on 7 January)

5. Will GPO practice of crediting all Annual Leave for a calendar year at the beginning of the year be continued? CIA practice is to credit leave as earned; however, all leave which will be earned during a year can be advanced if approved by supervisors and Personnel.
6. Will GPO practice of advancing 30 days sick leave be continued? Tentative answer was that CIA practice was to advance sick leave when necessary. STATINTL
7. Will Apprenticeship program and rates be continued? In keeping with the progressive training program outlined by [REDACTED] the apprenticeship program and rates would be continued on the same basis as GPO. The policy of advancement from within was stressed.
8. Why can't CIA Printing employees participate on wage negotiations with the Public Printer along with the GPO employee groups? GPO quickly answered "no" to this question on the basis of GPO policy and the fact that Bureau of Engraving employees are paid GPO rates without having a part in the negotiation. Specifically the Kiess Act confines negotiating privileges to employees of the GPO.

/S/

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[REDACTED]

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UNITED STATES GOVERNMENT PRINTING OFFICE
Washington 25, D. C.

Office of
The Public Printer

December 5, 1956

Hon. Allen W. Dulles
Director
Central Intelligence Agency
2430 E Street NW.
Washington 25, D. C.

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C O P Y

on. Allen W. Dulles

- 2 -

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Sincerely,

RAYMOND BLATTENBERGER
Public Printer

Attachments:

- Annex A (20 sheets)
- Annex B (1 sheet)
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Next 2 Page(s) In Document Exempt

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JAS
A23
JM

5 JAN 1968

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Assurances Regarding Rights and Privileges of Civil Service
to Certain Personnel in the Printing Services Division,
Office of Logistics

1. This memorandum is for your information only.
2. In January 1957, the State Service - Government Printing Plant, located in the Administration Building (now South Building), was transferred to this Agency. In an effort to maintain continuity at the plant, this Agency persuaded 101 Government Printing Office employees to accept Agency employment. At that time, assurances were made to each employee by senior personnel of this Agency that the rights and privileges enjoyed with the Government Printing Office would be retained. Enclosed at Attachment 1 is a Memorandum for the Record and a letter from the Public Printer outlining these assurances.
3. The major difference today between the rights enjoyed under the Government Printing Office and the Agency concerns the Agency's policy regarding retirement age. Of the 101 personnel originally transferred to the Agency, 57 remain on duty. The three employees of this 57 normally expected to retire in 1968 have requested extensions. Similarly, the majority of personnel in this group expected to retire in 1969 have indicated a desire to remain on duty. Based on the understanding they received when entering on duty, they expect to work past 60 years of age as long as they perform satisfactory service and remain in good health. Resentment has already resulted because these personnel must request extensions for the rights and privileges already assured them by the Agency. As you are aware, this group is unionized and, on appeal, would probably find support with both the Civil Service Commission and the Public Printer.
4. Enclosed at Attachment 2 is a listing of the 57 individuals remaining on duty and pertinent facts concerning date of birth, service date, and date of expected retirement under Agency policy. In the future, particularly in regard to requests for extensions of these personnel, this matter will be brought to your attention again.

Signed: George E. Meloon

George E. Meloon
Director of Logistics

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2 Atts Orig. & 1 - Addressee, w/atts

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(4 Jan 68)